
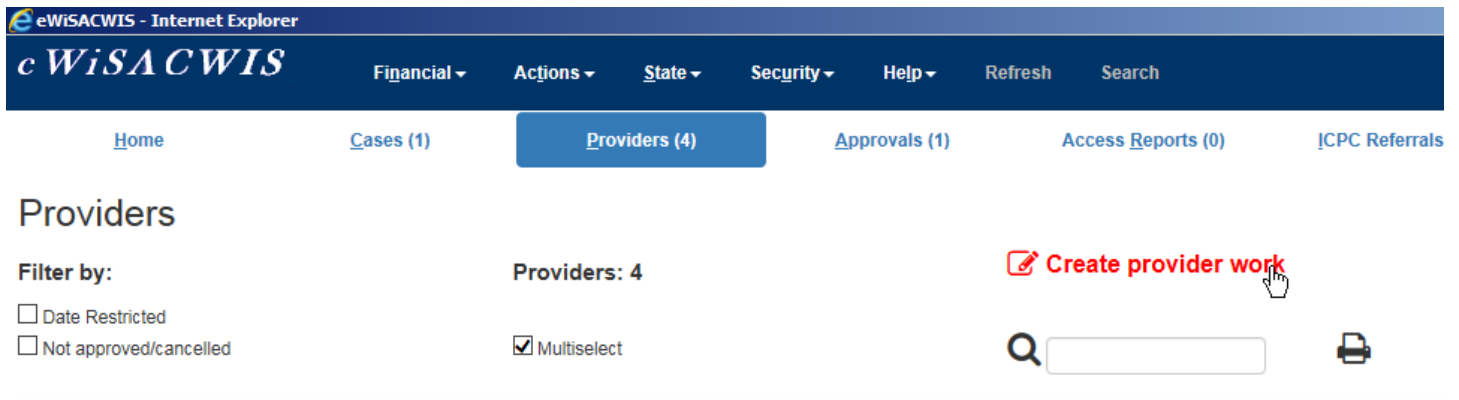


Create/Change a Mailing Address

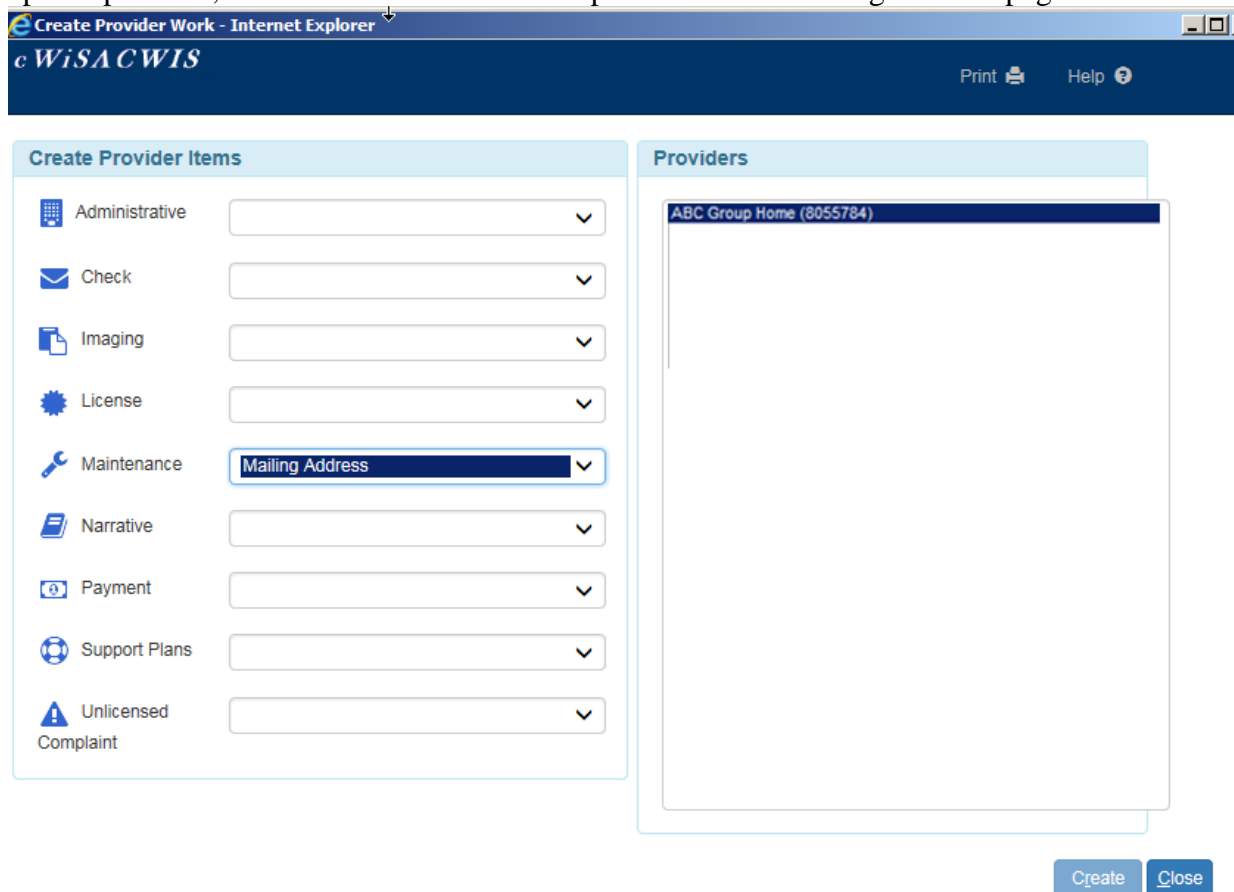
Note: You must have an assignment to the provider record to update the mailing address for the provider.

1. From the desktop, go to the Provider tab and click the Create Provider Work hyperlink  **Create provider work** or select Create Provider Work from the Actions drop-down next to the specific provider to open the Create Provider Work page.



The screenshot shows the eWiSACWIS web application interface. At the top is a navigation bar with the logo and tabs for Financial, Actions, State, Security, Help, Refresh, and Search. Below this is a secondary navigation bar with links for Home, Cases (1), Providers (4), Approvals (1), Access Reports (0), and ICPC Referrals. The main heading is "Providers". On the left, there is a "Filter by:" section with checkboxes for "Date Restricted", "Not approved/cancelled", and "Multiselect". In the center, it says "Providers: 4". On the right, there is a red link "Create provider work" with a pencil icon, a search bar with a magnifying glass icon, and a print icon.

2. On the Create Provider Work page, select Mailing Address from the Maintenance drop-down, select the appropriate provider, and click Create. This will open the Create Mailing Address page.



The screenshot shows the "Create Provider Work" page in the eWiSACWIS application. The page has a header with the logo and "Print" and "Help" links. The main content area is divided into two panels. The left panel, titled "Create Provider Items", contains a list of categories with corresponding icons and dropdown menus: Administrative, Check, Imaging, License, Maintenance (selected), Narrative, Payment, Support Plans, and Unlicensed Complaint. The right panel, titled "Providers", shows a list of providers with "ABC Group Home (8055784)" selected. At the bottom right of the page are "Create" and "Close" buttons.

3. On the Create Mailing Address page, the provider's name and type will pre-fill in the Provider group box. The Previous Mailing Address group box will pre-fill with the current mailing address. If there is no current mailing address, this will be blank.
4. The third group box is the Current Mailing Address. Enter the Street address, select the WI City or enter the City, enter the Zip, and update the Effective Date if it is prior to today (the Effective Date will default to today's date but can be changed). The remainder fields are optional. Click Save.

Note: The Mailing Address is where the check will be sent. If there is no mailing address in eWiSACWIS, checks will be sent to the physical address.

Note: The screenshot you see below is for private providers and the Position Title and E-Mail fields appear. Enter the applicable information for the official mailing address.

Create Mailing Address - Windows Internet Explorer

eWiSACWIS Print Spell Check Help

Provider

Name: ABC Group Home Type: Group Home

Previous Mailing Address

C/O: Position Title:
Street: Apt:
City: State: WI ZIP: Country: United States
Home: Ext: Work: Ext: Fax:
E-Mail: Effective Date: 01/20/2015

Current Mailing Address

C/O: Position Title:
Street: Apt:
WI City: City: State: WI ZIP: Country: United States
Home: Ext: Work: Ext: Fax:
E-Mail: Effective Date: 01/20/2015

Save Close

100%